

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Accounting Analyst / Associate Accounting Analyst – Cash Management & Fiscal Control Section
Position #:	051-420-4582-XXX 051-420-4588-076
Salary Range:	\$3,106-\$4,670 \$4,619-\$5,616
Issue Date:	October 6, 2008
Contact:	Candace Martin (916) 324-1867
Location:	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
Final Filing Date:	(Statewide) October 20, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please write "4582/4588-076 (CMFC)" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent will be required to perform analytical accounting tasks associated with cash management and fiscal control activities, as well as the new Electronic Fiscal Input Transaction System (eFITS). The incumbent performs the full range of duties including, but not limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

- Analyze and maintain accounting control records relating to the State's central accounting system and specialized fiscal control accounting records interfaced from the Electronic Fiscal Input Transaction System (eFITS). Analyze prescribed departmental policies; based on analysis, develop new or revise existing procedures.
- Communicate with accounting personnel from state agencies to resolve accounting problems with the more detailed transaction requests, and explain rules and/or procedures.
- Communicate with the Information Systems Division (ISD) to resolve eFITS related system problems. Develop and maintain a control log to track defects within, and enhancements to, eFITS.
- Actively participate in decision and policy-making sessions regarding eFITS.
- Perform analysis of current processes, and provide recommendations of how specific processes can be improved. Upon management approval, document and implement new processes or changes to existing processes.
- Perform special projects applying accounting and auditing principles and procedures, as assigned by division or section management.

Desirable Qualifications:

- Strong research and analytical skills
- Excellent communication skills
- Experience with presentation media and strong presentation skills
- Self-motivated, dependable, positive attitude
- Ability to multi-task

The successful candidate will meet the education and experience requirements for this classification.